



CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)
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ISO Certified
9001:2015

COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

42
years

Academic and Examination Cell

Dt. 26-04-2021

Instructions to the MBA-MCA- I-Semester Students for Online Semester End Examinations (SEE)

1. MCA, MBA I-Semester (Main & Backlog) R20, R19 & R16 Examinations May 2021 will be held in ONLINE mode from 10.00 AM to 1.00PM as per the Time Tables.
2. The Question paper is descriptive and it contains two parts.
 - i. For R20 Scheme
Part-A (5x3=15marks) consists of Five questions and student has to answer all five questions.
Part-B consists of five questions with internal choice, student has to answer all five questions (5x9= 45 marks)
 - ii. For R19 Scheme:
Part-A (10x2=20 marks) consists of Ten questions and student has to answer all Ten questions.
Part-B consists of five questions with internal choice, student has to answer all five questions (5x10= 50 marks)
 - iii. For R16 Scheme :
Part-A (10x2=20 marks) consists of Ten questions and student has to answer all Ten questions.
Part-B consists of Seven questions, student has to answer any five questions (5x10= 50 marks)
3. Please give your Exams from such a place where there is no power break down (where Inverter facility is available) and from such a fully charged computer which has a strong Internet (Broadband connection).
4. The recommended Internet usage is minimum 3GB/day. If 3G/4G Internet facility is not available at students' home town they are advised to go to the nearest town/place where good internet speed is available.
5. The answer booklet template comprising of 36 pages will be kept in **spdc.cbit.org.in**. Students shall download and take print out of the Answer booklet template based on the number of subjects. The students are strictly instructed to adopt the template for writing the exams and furnish the details such as Name, Hall Ticket (Roll) Number, Branch, Semester, Subject and Signature on the answer booklet, without fail.

6. After completion of the exam, students are instructed to scan all pages of the answer booklet using cam scanner/doc scanner and save it as single PDF file with name of the file being **Hall Ticket (Roll) Number_QPCode_Date of Exam (Ex: 160117734001_18EEC06_18-01-2021)**. The same PDF file has to be sent through the registered email id to the email id provided by the invigilator within half an hour after the examination, failing in which his/her exam will not be considered.
7. For every 20 students one invigilator will be assigned and invigilator will send online link. Students must login to the Examination through the online link provided by the invigilator from the concerned department and report to the invigilator by 9.30AM on the day of examination.
8. Students can access the Question Paper on the day of Examination from **spdc.cbit.org.in**. They can download/open the question paper and write the examination.
9. The students are required to keep all items such as Answer Sheets, Pen, Pencil, Eraser, Sharpener, Scale, Calculator, Data Book (if any), etc. before the start of the examination.
10. Students must preserve the Answer Booklet (Used) till the declaration of Results
11. **Students shall not disable Video and Audio during the Examination. In case of violation of the same, his/her exam will not be considered for evaluation. Students must ensure that camera captures the student as well as Answer Sheet.**
12. One faculty coordinator will be assigned from each department for all the correspondence. Keep the contact details of the department faculty coordinator in the second phone and for any difficulty call the faculty coordinators without any hesitation. You can also contact Director-AEC&COE at aec@cbit.ac.in; 8466997216.

S.No	Branch	Faculty Coordinator	Phone No
01	MBA	S. Tulasiram	9542333385
02	MCA	Ramesh Ponnala	9985145690

13. Any form of malpractice will be viewed seriously and action will be initiated as per CBIT norms.



Controller of Examinations